

TO: RTM Members
FROM: RTM Rules Committee
SUBJECT: Standing Committee Assignments

Background

The RTM has seven standing committees. Every RTM member is assigned to one of the standing committees by the RTM's internal administrator, the Rules Committee. Your participation in your committee's work is vital to your committee's (and the RTM's) effective operation.

Standing committee members are expected to attend their committee's meetings, **as well as** meetings held by Town Boards (e.g., Selectmen, Finance or Education) or Commissions (e.g., Parks & Recreation, Zoning or Police) that are responsible for matters within a committee's area of expertise. This assures that each committee can satisfy its fact-finding obligations on behalf of the RTM.

Assignment to a Standing Committee

The Rules Committee considers the following criteria when making committee assignments:

- **Equitable representation from each RTM District on each committee.**
- **Prior committee service** -- Based on attendance and contribution at committee meetings, and meetings held by Town Boards and Commissions.
- **RTM seniority** – Based on continuous *elected* service on the RTM. Appointed service does not count for seniority.
- **RTM members' personal preferences and qualifications.**

After reading the following descriptions of the RTM's standing committees, please complete the attached Standing Committee Preference Form. Return your form to the Town Clerk. If you are filling an RTM vacancy, please return your form to your District Chair as soon as possible after your appointment to the RTM. **Please keep this memo for future reference.**

Education

This committee focuses on the establishment, maintenance and operation of Darien's public school facilities and programs. It also considers all related matters of administration, personnel and finance.

This is a very active committee. In addition to frequent committee meetings, its members are expected to attend meetings of the Boards of Education, Finance and Selectmen, particularly when the annual Education budget is under consideration.

Finance & Budget

This committee reviews proposals about the Town's finances. The committee reports to the RTM when the RTM is asked to authorize the use or expenditure of Town funds or approve the Town's annual budgets.

The committee considers tax assessments and rates, and the operations of tax laws, examines all town budgets, and becomes involved with long-range capital and other fiscal planning, including all related accounting, administration and personnel matters.

This is a very active committee. In addition to frequent committee meetings, its members are expected to attend meetings of the Boards of Finance, Selectmen and Education, particularly when the Town's annual budget is under consideration.

Parks & Recreation

This committee focuses on the establishment, maintenance and operation of Darien's park and recreational facilities and programs. It also considers all related matters of administration, personnel and finance. The committee frequently consults with the Park and Recreation Commission.

Planning, Zoning & Housing

This committee is concerned with the operations of the Town's planning, zoning, building inspection and public housing programs. It considers the adoption and enforcement of laws, rules and regulations affecting such matters, as well as all related matters of administration, personnel and finance. The committee frequently consults with the Planning and Zoning Commission and the Town officials who are responsible for building and zoning matters.

Public Health & Safety

This committee is concerned with the operations of Darien's public health, social services and safety programs, including programs relating to the special needs of the Town's youth and elderly. The committee considers the adoption and enforcement of laws, rules and regulations affecting such matters, as well as all related matters of administration, personnel and finance.

Public Works

This committee focuses on the establishment, maintenance and operation of Darien's public works facilities, meaning all water, wastewater and solid waste facilities, bridges, roads and sidewalks, and all buildings that are owned or operated by the Town (excluding schools, parks and police facilities). It also considers all related matters of administration, personnel and finance.

Town Government Structure & Administration

This committee is concerned with the form, composition and function of the Town's government. With the goal of assuring the practical, economical and efficient operation of the government and the delivery of services, the committee can recommend changes to the government or the working relationships among its parts and personnel. The committee is responsible for matters relating to Town employees. This committee is also responsible for matters not specifically assigned to any other standing committee or duly appointed advisory commission.

Darien RTM Standing Committee Preference Form

Name: _____ RTM District: _____

Phone: _____ e-mail: _____

Term Ends: _____ # of Yrs. Continuous Elected Svc.: _____

Every member of the RTM is assigned to an RTM standing committee. The Rules Committee will use the information you provide on this form to assign you to a committee. Please refer to the attached memo for information about the duties and expertise of the committees, and the Rules Committee's non-ranked criteria for making committee assignments.

Typically, the Finance & Budget and Education Committees require the greatest time commitments from their members. These committees meet more frequently than other committees, and have high expectations that their members will gather first-hand information by attending meetings held by Town Boards and Commissions.

Each committee will elect its own officers, typically a Chair, Vice Chair and Clerk. Your RTM orientation materials include a memo that describes the duties of committee officers, including complying with applicable Freedom of Information laws and regulations by publishing agendas, recording votes and filing minutes.

Committee Preferences:

List your top 4 choices.

If you do not list 4 choices, you risk being assigned to a committee in which you have not expressed an interest.

1. _____
2. _____
3. _____
4. _____

Prior RTM Committee Service:

List the committees on which you've served before. Please indicate whether you served as Chair, Vice Chair or Clerk.

1. _____
2. _____
3. _____
4. _____

Background:

Please include information about your training, experience or education, your profession or employment, your other community service (including Town government), and the Town issues which interest you most.

Please return your completed form to the Town Clerk.